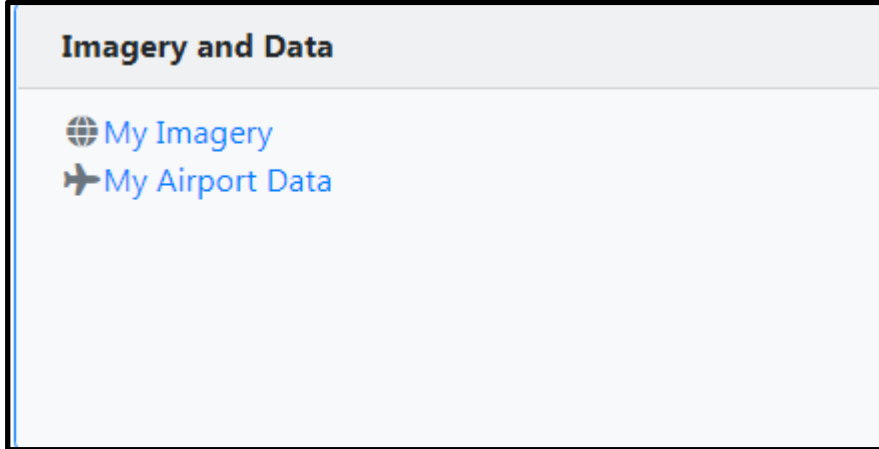


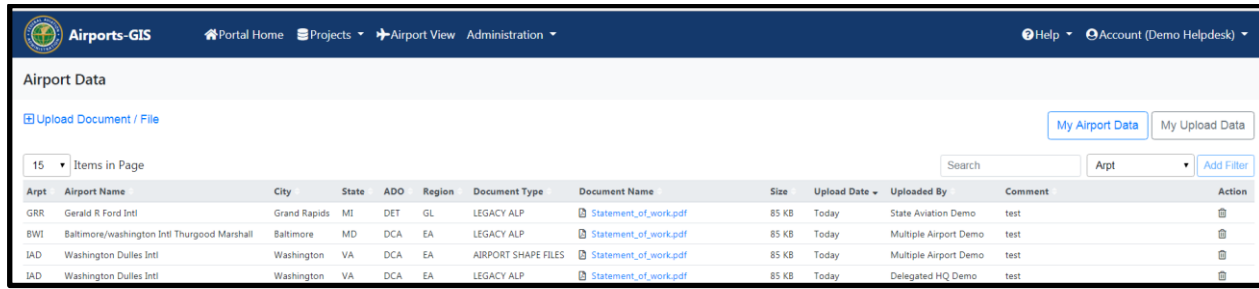
My Airport Data

The **My Airport Data** page lists all airport documents or files that fall within your permissions.

To view your airport documents and files, from the Airports GIS home page click on the "My Airport Data" hyper link:



The system displays all of the airport documents or files. Here is an example view:



The screenshot shows the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', 'Airport View', and 'Administration'. The main content area is titled 'Airport Data' and features a table with columns for 'Arprt', 'Airport Name', 'City', 'State', 'ADO', 'Region', 'Document Type', 'Document Name', 'Size', 'Upload Date', 'Uploaded By', 'Comment', and 'Action'. The table contains four rows of data, each representing an airport document. The 'Document Name' column contains hyperlinks to PDF files named 'Statement_of_work.pdf'. The 'Action' column contains a trash icon for each row.

Arprt	Airport Name	City	State	ADO	Region	Document Type	Document Name	Size	Upload Date	Uploaded By	Comment	Action
GRR	Gerald R Ford Intl	Grand Rapids	MI	DET	GL	LEGACY ALP	Statement_of_work.pdf	85 KB	Today	State Aviation Demo	test	
BWI	Baltimore/washington Intl Thurgood Marshall	Baltimore	MD	DCA	EA	LEGACY ALP	Statement_of_work.pdf	85 KB	Today	Multiple Airport Demo	test	
IAD	Washington Dulles Intl	Washington	VA	DCA	EA	AIRPORT SHAPE FILES	Statement_of_work.pdf	85 KB	Today	Multiple Airport Demo	test	
IAD	Washington Dulles Intl	Washington	VA	DCA	EA	LEGACY ALP	Statement_of_work.pdf	85 KB	Today	Delegated HQ Demo	test	

The columns in the **Airport Data** page are sortable. To sort the information in each row by the contents of the column, click on that column's header.

To view an airport document, in the **Document Name** column, click the document name hyper link.

Filtering Airport Documents:

If you have a long list of airport documents, you can apply a search filter to find and display specific airport documents.

1. Enter search criteria and select the appropriate column (Ex: State and VA). Click Add Filter.

Airports-GIS Portal Home Projects Airport View Administration Help Account (Demo Helpdesk)

Airport Data

Upload Document / File My Airport Data My Upload Data

15 Items in Page Search State Add Filter

Filters: State: VA Clear Filters

Arprt	Airport Name	City	State	ADO	Region	Document Type	Document Name	Size	Upload Date	Uploaded By	Comment	Action
IAD	Washington Dulles Intl	Washington	VA	DCA	EA	AIRPORT SHAPE FILES	Statement_of_work.pdf	85 KB	Today	Multiple Airport Demo	test	
IAD	Washington Dulles Intl	Washington	VA	DCA	EA	LEGACY ALP	Statement_of_work.pdf	85 KB	Today	Delegated HQ Demo	test	
IAD	Washington Dulles Intl	Washington	VA	DCA	EA	RSA DETERMINATION	Statement_of_work.pdf	85 KB	Today	Delegate ADO Demo	test	

2. Multiple filters can be added to narrow the search results on the same column or different columns.

Airports-GIS Portal Home Projects Airport View Administration Help Account (Demo Helpdesk)

Airport Data

Upload Document / File My Airport Data My Upload Data

100 Items in Page Search City Add Filter

Filters: City: Norfolk | State: VA Clear Filters

Arprt	Airport Name	City	State	ADO	Region	Document Type	Document Name	Size	Upload Date	Uploaded By	Comment	Action
ORF	Norfolk Intl	Norfolk	VA	DCA	EA	RSA DETERMINATION	ORF_Norfolk_VA_RSAD_04-29-13.pdf	2.7 MB	02/12/2016	Eleanor Scordia	File was updated to add historical mi...	
PVG	Hampton Roads Executive	Norfolk	VA	DCA	EA	LEGACY ALP	PVG_Hampton_Roads_VA_ALP_3-22-2006.pdf	2.8 MB	01/09/2015	Dianne Marin	ALP & Letter	
CPK	Chesapeake Rgnt	Norfolk	VA	DCA	EA	LEGACY ALP	CPK_Chesapeake_VA_ALP_10-24-2008.pdf	3.4 MB	01/09/2015	Dianne Marin	ALP & Letter	
ORF	Norfolk Intl	Norfolk	VA	DCA	EA	LEGACY ALP	ORF_Norfolk_VA_ALP_10-05-2011.pdf	71.4 MB	01/09/2015	Dianne Marin	ALP & Letter	
ORF	Norfolk Intl	Norfolk	VA	DCA	EA	SIGNAGE AND MARKING PLAN	ORF_Norfolk_VA_SMP_04-11-13.pdf	1.8 MB	12/02/2014	Dianne Marin	Signage and Marking Plan & Approval Letter	
ORF	Norfolk Intl	Norfolk	VA	DCA	EA	RSA DETERMINATION	ORF_Norfolk_VA_RSAD_04-29-13.pdf	3.4 MB	11/19/2014	Michele Leach	RSA Determination 04-29-2013	

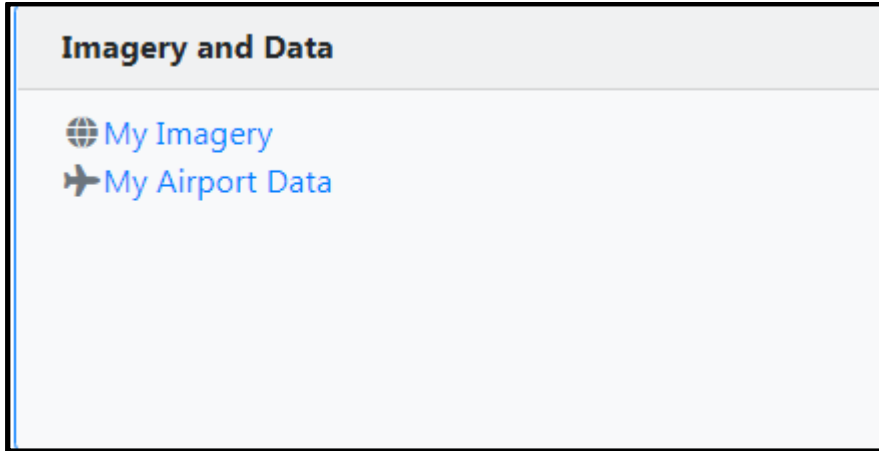
Showing 1 to 6 of 6 << 1 >>

3. Search criteria can be deleted by clicking on recycle icon on the filters applied.


Uploading Documents or Files:

Users with the correct permissions can upload documents or files

1. Click on My Airport Data.



2. The system displays the Airport Data page. If you have permissions to upload a file, there will be a link to click "Upload Document /File"


Airports-GIS
Portal Home
Projects ▾
✈️ Airport View
Administration ▾
Help ▾
Account (Demo Helpdesk) ▾

Airport Data

Upload Document / File

My Airport Data
My Upload Data

100
Items in Page

City ▾
Add Filter

Filters: City: Norfolk | State: VA
Clear Filters

Arprt	Airport Name	City	State	ADO	Region	Document Type	Document Name	Size	Upload Date	Uploaded By	Comment	Action
ORF	Norfolk Intl	Norfolk	VA	DCA	EA	RSA DETERMINATION	ORF_Norfolk_VA_RSAD_04-29-13.pdf	2.7 MB	02/12/2016	Eleanor Scorgia	File was updated to add historical mi...	
PVG	Hampton Roads Executive	Norfolk	VA	DCA	EA	LEGACY ALP	PVG_Hampton_Roads_VA_ALP_3-22-2006.pdf	2.8 MB	01/09/2015	Dianne Marin	ALP & Letter	
CPK	Chesapeake Rgnl	Norfolk	VA	DCA	EA	LEGACY ALP	CPK_Chesapeake_VA_ALP_10-24-2008.pdf	3.4 MB	01/09/2015	Dianne Marin	ALP & Letter	
ORF	Norfolk Intl	Norfolk	VA	DCA	EA	LEGACY ALP	ORF_Norfolk_VA_ALP_10-05-2011.pdf	71.4 MB	01/09/2015	Dianne Marin	ALP & Letter	
ORF	Norfolk Intl	Norfolk	VA	DCA	EA	SIGNAGE AND MARKING PLAN	ORF_Norfolk_VA_SMP_04-11-13.pdf	1.8 MB	12/02/2014	Dianne Marin	Signage and Marking Plan & Approval Letter	
ORF	Norfolk Intl	Norfolk	VA	DCA	EA	RSA DETERMINATION	ORF_Norfolk_VA_RSAD_04-29-13.pdf	3.4 MB	11/19/2014	Michele Leach	RSA Determination 04-29-2013	

Showing 1 to 6 of 6

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3. Specify the Airport ID, choose the category describing this file, and type a comment describing the file. To browse for and select the file, click the Choose File button. When you have finished filling out the form, click the Upload File button.

Airports-GIS Portal Home Projects Airport View Administration Help Account (Demo Helpdesk)

Upload Document / File

*Airport:

This is an "auto-lookup" field: type locator ID or airport name.

*Category (select one):

*Comment:

*File:

- File is uploaded and is displayed in the Airport Data.
Click on any of the Document name to download the file and view the contents.

Airports-GIS Portal Home Projects Airport View Administration Help Account (Demo Helpdesk)

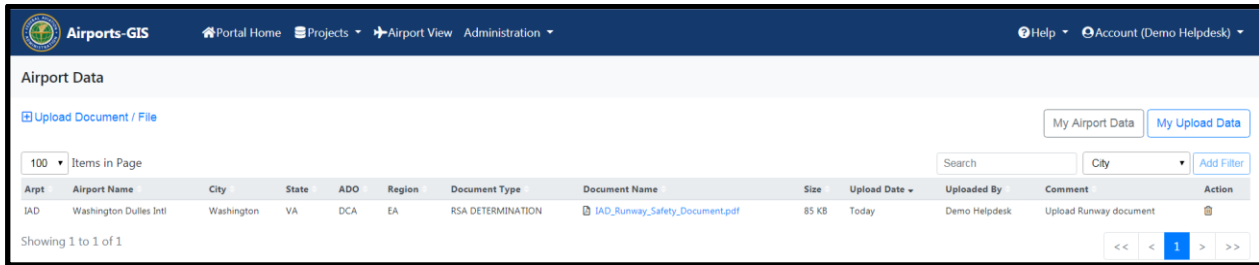
Airport Data

[Upload Document / File](#) [My Airport Data](#) [My Upload Data](#)


100 Items in Page Search City [Add Filter](#)

Appt	Airport Name	City	State	ADD	Region	Document Type	Document Name	Size	Upload Date	Uploaded By	Comment	Action
IAD	Washington Dulles Intl	Washington	VA	DCA	EA	RSA DETERMINATION	IAD_Runway_Safety_Document.pdf	85 KB	Today	Demo Helpdesk	Upload Runway document	
GRR	Gerald R Ford Intl	Grand Rapids	MI	DET	GL	LEGACY ALP	Statement_of_work.pdf	85 KB	Today	State Aviation Demo	test	
BWI	Baltimore/washington Intl Thurgood Marshall	Baltimore	MD	DCA	EA	LEGACY ALP	Statement_of_work.pdf	85 KB	Today	Multiple Airport Demo	test	

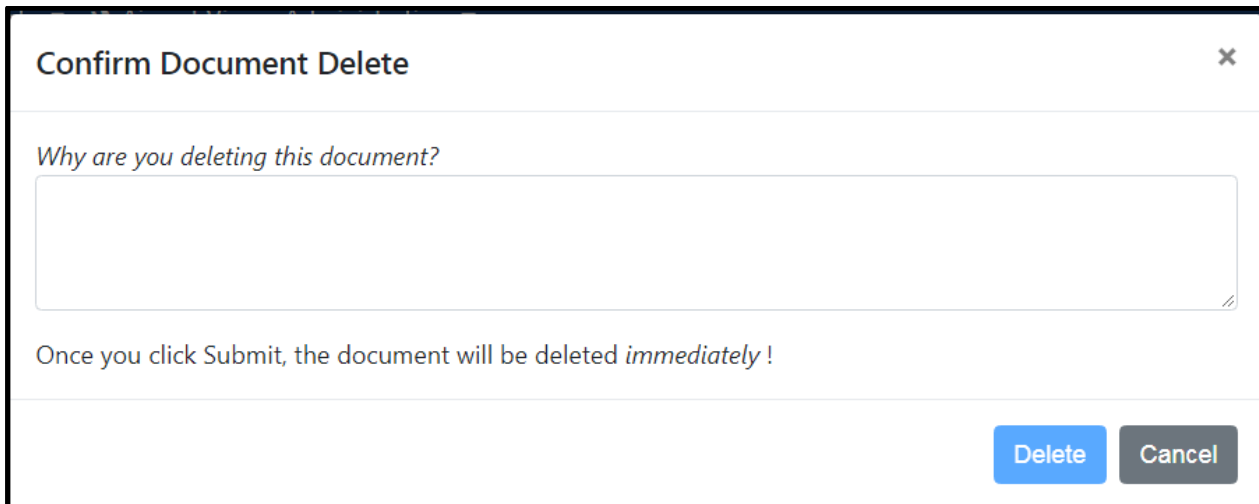
5. Click on My Upload Data and it only shows the files uploaded by you.



The screenshot shows the 'Airports-GIS' application interface. The top navigation bar includes 'Portal Home', 'Projects', 'Airport View', and 'Administration'. The main content area is titled 'Airport Data' and features a table with columns: Arprt, Airport Name, City, State, ADO, Region, Document Type, Document Name, Size, Upload Date, Uploaded By, Comment, and Action. A single record is displayed for 'IAD' with the document name 'IAD_Runway_Safety_Document.pdf'. The 'Action' column for this record contains a trash can icon (Recycle icon). The interface also includes a search bar, a 'City' dropdown, and pagination controls showing 'Showing 1 to 1 of 1'.

Arprt	Airport Name	City	State	ADO	Region	Document Type	Document Name	Size	Upload Date	Uploaded By	Comment	Action
IAD	Washington Dulles Intl	Washington	VA	DCA	EA	RSA DETERMINATION	IAD_Runway_Safety_Document.pdf	85 KB	Today	Demo Helpdesk	Upload Runway document	

6. Click on Recycle icon under Action column to delete the document if uploaded incorrectly.



The screenshot shows a 'Confirm Document Delete' dialog box. The title bar includes a close button (X). The main content area contains the text 'Why are you deleting this document?' followed by a large text input field. Below the input field, a message states: 'Once you click Submit, the document will be deleted *immediately* !'. At the bottom right, there are two buttons: 'Delete' (blue) and 'Cancel' (grey).

7. Enter required comments and click on Delete to delete the document. This document is not displayed in My Airport data after it is deleted.

The screenshot displays the 'Airports-GIS' web application interface. The top navigation bar includes 'Portal Home', 'Projects', 'Airport View', and 'Administration'. The main content area is titled 'Airport Data' and features a table with columns for 'Arprt', 'Airport Name', 'City', 'State', 'ADO', 'Region', 'Document Type', 'Document Name', 'Size', 'Upload Date', 'Uploaded By', 'Comment', and 'Action'. A single row of data is visible, representing an airport in Washington, VA, with a document named 'IAD_Runway_Safety_Document.pdf'. The interface also includes a search bar, a 'City' dropdown menu, and a pagination control showing 'Showing 1 to 1 of 1' items.

Airports-GIS Portal Home Projects Airport View Administration Help Account (Demo Helpdesk)

Airport Data

[Upload Document / File](#) My Airport Data My Upload Data

100 Items in Page Search City Add Filter

Arprt	Airport Name	City	State	ADO	Region	Document Type	Document Name	Size	Upload Date	Uploaded By	Comment	Action
IAD	Washington-Dulles Intl	Washington	VA	DCA	EA	RSA-DETERMINATION	IAD_Runway_Safety_Document.pdf	85-KB	Today	Demo Helpdesk	Upload runway document	

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